

Application for Kettering Hall Hire *(effective March 2017)*

Name of responsible person(s)	_____
Address	_____ _____ _____
Contact Number	_____
Type of Function	_____
Date of Hire	_____
* Time of hire	Start: _____ Finish: _____
Booking fees to secure booking <i>* (\$13/h daytime; \$19/h Night-time)</i>	_____
Bond fees (\$300 damages + \$100 cleaning) <i>(if applicable)</i>	_____
Do you have Public Liability insurance?	_____

* Remember to allow for setting up, prior to, and cleaning, post-function.

** Full day hire \$100 (9am - 6pm); Night-time hire \$110 (6pm - midnight)

Application forms are available at the Kettering Post Office and/or Kettering Central shop during business hours.

Options to submit an application form:

- **Email** signed copy to **hallbookings@kettering.tas.au**
- **Post** signed copy to:
Hall Bookings
D'Entrecasteaux
Kettering 7155

Enquiries: Ph: 6267 4852 - M: 0409 441 610 or send email
hallbookings@kettering.tas.au

Make sure you read the following information from Kingborough council before signing the form (see p.2).

1. Alcohol is not to be consumed in the hall, except in exceptional circumstances, which must be negotiated prior to making the booking.
2. The hall is only to be occupied for the specified period booked, which **may not extend beyond midnight**. The hall must be cleaned prior to the conclusion of the booking and all rubbish removed from the premises. Cleaning products will not be supplied.

3. Persons hiring the hall should be aware there are limitations to the number of people permitted to be on the premises at any one time. The maximum number of people permitted in the hall by Kingborough Council is 150.
4. Council's insurance policy only covers occasional bookings (i.e. less than one booking per month). For recurring bookings, that are not covered under this policy, Council strongly suggests obtaining your own insurance.
5. Council's insurance does not cover persons hiring the hall (i.e. their actions or omissions, hirers equipment, materials or goods, or the actions of guests or customers). Persons that are required to pay a functions bond must obtain adequate separate insurance cover. For all other hirers insurance is strongly suggested.
6. Should the hall be required for such events as Federal, State or Council elections, a public meeting or other essential Council function, then the booking will be cancelled. In the event that cancellation becomes necessary, Kingborough Council will endeavour to give Kettering Hall Committee as much notice as possible, however no liability will be accepted for any loss however occasioned.
7. If a booking is to be cancelled by the hirer, advance notice of at least 2 weeks is required. If notice is not given, full charges will apply.
8. The cleaning deposit and bond will not be refunded if the hall is not satisfactorily cleaned and/or if damages occur to the facility or the key is not promptly returned. Where the agreed bond is insufficient to cover costs, the hirer will be personally liable for all additional costs.
9. It is the **hirer's responsibility** to collect the hall key during business hours, and remains the responsibility of the hirer until the key is returned. If it is an evening function, the key **MUST BE RETURNED** by the start of business the following morning.
10. Hiring fee, cleaning and/or damages bond must be paid prior to event taking place either in cash, by cheque made out to Kettering Hall Committee or by direct debit:
BSB: 037 015
Ac No: 211547
11. For enquiries call (03) 6267 4852 / 0409 441 610

AGREEMENT

I have **read, understand and accept** the hiring conditions imposed, charges listed and hereby apply to book the above hall for the nominated date(s) and time(s).

On collection of the key, I undertake not to pass the key on to any other person without the written permission of Hall Committee. If the key is lost, I undertake to reimburse Kingborough Council for the cost involved in replacing the locks and also for replacing as many keys as necessary. I also undertake to reimburse Kingborough Council for any damage caused to the hall and pay interest due on overdue accounts. I will ensure all lights and appliances connected to the Aurora power are switched off prior to leaving the building.

Signed _____

Date _____